

## **CHAPTER 4**

### **CIVIL SERVICE COMMISSION**

#### **SECTION:**

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2-4-1:       **APPOINTMENT:** The Mayor, with the consent of the City Council, shall appoint a Civil Service Commission of three (3) members.

2-4-2:       **TERM:** Members of the Civil Service Commission shall serve six (6) year terms. The terms shall be staggered so that the term of one (1) member expires every other year.

2-4-3:       **VACANCIES:** The Mayor, with consent of the City Council, shall appoint a qualified person to fill the balance of the unexpired term of any member of the Commission in the event of a vacancy.

2-4-4:       **QUALIFICATIONS:** Members of the Civil Service Commission shall be citizens of the United States, electors of City and residents of the City for at least three (3) years immediately preceding their appointment.

2-4-5:       **ORGANIZATION AND ACCOMMODATIONS:** The Civil Service Commission shall elect one member as chairperson. The City Treasurer shall serve as the secretary of the Commission. The secretary shall keep a record of all meetings of the Commission, have custody of the Commission's books and records, and perform other services as required by the Commission. The City Council shall provide suitable accommodations and equipment for the Commission to attend to its business.

2-4-6:       **COMMISSION DUTIES:** The Civil Service Commission may promulgate rules and regulations necessary to carry out the provisions of the civil service law for examinations, appointments and promotions. These rules and regulations shall be printed by the Civil Service Commission for distribution.

2-4-7:       **DEPARTMENTS AND EMPLOYEES GOVERNED BY CIVIL SERVICE:**  
**DEPARTMENTS AND EMPLOYEES GOVERNED BY CIVIL SERVICE:** The Civil Service shall consist of all positions of employment existing or created in the Police and Fire

Departments, except for the following: Chief of Police, Police Captains, Fire Chief, Deputy Fire Chief, Fire Division Chief(s), Fire Battalion Chief(s), Airport security police officers, record clerks, parking monitors, animal control officers, school crossing guards, dispatchers, secretaries, stenographers and other positions whose duties are primarily clerical. (Ord. No. 2503, 08-28-03; Ord. No. 3003, 04-23-15)

2-4-8: EXAMINATIONS; QUALIFICATIONS; APPOINTMENT; REMOVAL: All applicants for positions of employment governed by civil service shall be subject to examination. The examination shall be public, competitive and free, and shall be held at times and places determined by the Civil Service Commission. Examinations shall be for the purpose of determining the qualifications of applicants for positions and shall be practical and shall fairly test the fitness of persons examined to discharge the duties of the position to which they seek and shall include non-discriminatory tests of physical qualifications for bona-fide occupational purposes. An applicant for any position under civil service must be a citizen of the United States, not younger than twenty one (21) years of age, must be able to read and write the English language, in good health, of good moral character and of temperate and industrious habits. These qualifications shall be ascertained in a manner determined by the Commission. Appointments to positions governed by the civil service shall comply with this Chapter, the rules and regulations of the Civil Service Commission, and State law. All persons appointed to positions under the Civil Service shall hold office, place, position or employment only during good behavior. Any appointee may be removed or discharged, suspended without pay, demoted, reduced in rank, or deprived of vacation privileges or other special privileges for any of the following reasons, subject to the determination of the facts in each case by the Commission:

- (A) Incompetency, inefficiency or inattention to or dereliction of duty.
- (B) Dishonest, intemperance, or immoral conduct, insubordination, discourteous treatment of the public or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure by the employee to properly conduct himself; or any willful violation of the provisions of this Chapter or the rules and regulations adopted by the Commission.
- (C) Mental or physical unfitness for the position which the employee holds.
- (D) Drunkenness or use of intoxicating liquors, narcotics or any other habit-forming drug, liquid or preparation to such extent that its use interferes with the efficiency or mental or physical fitness of the employee, or which prevents the employee from properly performing the functions and duties of any position under Civil Service.
- (E) Conviction of a felony or a misdemeanor involving moral turpitude.
- (F) Failure to disclose a conflict of interest as required under the Idaho Ethics in Government Act.

(G) Any other act or failure to act which in the judgment of the Civil Service Commission is sufficient to show the offender to be an unsuitable person to be employed in the public service. (Ord. No. 3068, 4-28-2016)

2-4-9: DISCIPLINARY ACTIONS AND FORCE REDUCTIONS: All suspensions, removals or appeals on hearings under this Chapter shall conform to Idaho Code Sections 50-1604, 50-1609, and 50-1610, as amended. Nothing herein shall prohibit the Council from reducing the work force, but such reduction shall be made in inverse order of seniority of employment and any employees so removed shall be placed at the head of the eligible list in order of their seniority.

2-4-10: JOB DESCRIPTION; STANDARDS; QUALIFICATIONS: The City Council shall provide a job description for each civil service position of the City and shall determine and establish the standards and qualifications to be met by each applicant before appointment.

2-4-11: CIVIL SERVICE LAW ACCEPTED: The City accepts the provisions of Title 50, Chapter 16, of the Idaho Code, as amended, as applying to positions under civil service.

2-4-12: REPORTS TO COUNCIL: The Civil Service Commission shall submit an annual report to the City Council in April of each year. The Council may also require special reports as it deems necessary.

